

FEE STRUCTURE

Subject to your requirements Evolve Events will charge clients a fee for planning, management and execution of each event to cover the following elements:

- A one hour complimentary consultation to discuss your brief for your event, venue requirements, styling and budget (no fee)
- Venue proposal with recommendations and site visit to view 3-5 venues (£500+vat, deductible from overall agreed fee but paid up front)
- Estimated budget breakdown (covering venue hire, catering, entertainment, production) provided following confirmation of venue

Fee to date: £500.00 + vat

Should you wish to confirm one of the shortlisted venues and appoint Evolve Events to oversee your entire event we will manage the following elements:

- Site visits (2-3) subject to size of event
- Client status meeting at your home or work place
- Catering & menus (coordination, menu planning & tastings)
- Styling & production (mood boards, floor plans & implementation)
- Visualisation (mood boards & floorplans)
- Entertainment
- Operational (scheduling, timelines, risk assessments and supplier coordination)
- Financial (full cost breakdown & management)
- Full event management including on the day



EVENT MANAGEMENT & VENUE FINDING FEES

Our management fee will purely depend on the scale and complexity of your event, which will govern how much time is needed to professionally oversee all aspects of the process.

Evolve Events management fees start from £3,500.00 + vat and charged at between 10-15% of your overall budget. Any fees paid up front for venue finding will be deducted from the balance due 30 days before your event.

Evolve Events will oversee all contracting/invoicing of food and beverage, styling/production and entertainment on your behalf at the value agreed within a prepared master proposal unless agreed in writing.

If you would like to appoint Evolve Events to oversee your event, please sign here and return via email

Reference:

Signed:

Name:

Company name (if applicable):

Address: (company or home)